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UNOPA Notes, Volume 50, Issue 8, March 2012

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The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
<http://unopa.unl.edu/>



VOLUME 50, ISSUE 8
MARCH 1, 2012

Education: The Journey of a Lifetime

President's Message

As we inch closer to the spring, we have a renewed sense of beauty and growth. Someday the sun will stay out each day and the soft rain of spring will fall. The plants and flowers are gathering strength through the winter to start their blossoms soon. It's much the same with UNOPA.

We are getting ready to grow into another year with new officers and a new board of directors. There are many ways we can be part of the process. Whether we help water the flowers with our participation in membership meetings, brown bags and workshops, or help fertilize the new plants as committee members; or step up to be in charge of one of the many flowering beds as a committee director; or perhaps we're able to help our master gardener, Linda Luedtke, to become her assistant gardener in one of the elected officers. All of us are able to be part of the master plan with UNOPA. I encourage you to see where your talents lie and how you can take a little time to make a huge difference in the upcoming UNOPA year.

There are many professional development opportunities being offered this spring by UNOPA and our state and national organizations, NEOPA and NAEOP. Many provide hours you may need for your Professional Standards Program (PSP) or other certifications. As professional development is a capstone in our mission statement, I hope you will take advantage of as many as you are able to attend.

- March 13. UNOPA membership meeting. Our speaker is Kacey from Victim Advocate Office/Voices of Hope. (1 clock hour)
- March 20. UNOPA spring workshop. "Do You Have Onions in Your Life?" by MaryAnn Hollingsworth, CEOE, NAEOP board member. (approximately 3 clock hours)
- April 10. UNOPA membership meeting. Past President Recognition and Rose Frolik Award. (1 clock hour)
- April 13. NEOPA Spring Conference, Wayne, NE. (approximately 6 clock hours)
- April 20-22. NAEOP Institute, Rogers, AR. (approximately 15 clock hours)
- April 26-27. NAEOP Central Area, Olathe, KS. (approximately 7 clock hours)
- May 22. UNOPA brown bag, "Communicating Credibility for Professionals." (1 clock hour)
- May 8. UNOPA membership meeting. Installation of new officers. (1 clock hour)
- July 9-12. NAEOP National Conference, Costa Mesa, CA. (approximately 15.5 clock hours)

Did you realize that our National organization (NAEOP) has been around for 78 years? NAEOP was founded in the spring of 1934. Nebraska has never had a member serve as National President until now! Lola Young, CEOE, will be installed as National President in July at the National Conference in Costa Mesa, CA. This is a huge honor for Lola, Nebraska and especially UNOPA as her home chapter. There are many ways you can assist Lola with her year as president. Contact Lola or Sandy Lineberry to help with preparations for her installation as well as to assist during her year as president. And, plan to be there in Costa Mesa for the installation in July. Lola, congratulations and best wishes on a great year!!

On top of Lola's success, we will also have two current NAEOP National officers visiting Nebraska this spring. Allie Faye Matthews, CEOE, the current NAEOP President, will be the keynote speaker at the Spring Conference in Wayne, NE, on April 13. MaryAnn Hollingsworth, CEOE, NAEOP Central Area Director, will be our speaker at the March 20 UNOPA workshop. Having National officers in Lincoln or Nebraska doesn't happen very often. I hope you will plan to make them feel welcome with your attendance at the workshops.

Have a very enjoyable spring.

—Cathy Robertson, CEOE, UNOPA President 2011-2012

<http://unopa.unl.edu/membership/president.shtml>

2011-2012 BOARD OF DIRECTORS

OFFICERS

President - **Cathy Robertson**, CEOE
crobertson@huskers.com
President Elect - **Linda Luedtke**, CEOE
lluedtke1@unl.edu
Recording Secretary - **Mary Klucas**
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Corresponding Secretary -
Lainey Bomberger
lbomberger2@unl.edu
Treasurer - **Marlee Crombie**
mcrombie2@unl.edu
Immediate Past President - **Mari Greer**
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Ways and Means - **Board Members**

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mguest2@unl.edu

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CALENDAR

MARCH

- 5 Rose Frolik Award nominations deadline
- 6 UNOPA Board Meeting
- 13 UNOPA General Meeting, Gaughan Center, city campus (Brown Bag)
- 17 St. Patrick's Day
- 20 UNOPA Spring Workshop
- 31 PSP Luncheon, Vine Congregational Church

APRIL

- 3 UNOPA Board Meeting
- 10 UNOPA General Meeting, EC Union, Great Plains Room
- 13 NEOPA Spring Conference, Wayne, NE
- 20-22 NAEOP Spring Institute, Rogers, AR
- 26-27 NAEOP Central Area meeting, Olathe, KS

MARCH 13 General Meeting

The **March 13** general meeting will be held at the Jackie Gaughan Multicultural Center from 11:45 a.m. to 1:00 p.m. Our guest speaker is Kacey with the Victim Advocate Office/Voices of Hope. Please plan to bring your own lunch as there will not be a catered lunch offered. Water will be provided. <http://unopa.unl.edu/publications/marflyer2012.pdf>.

Send your reservation by **March 8** to Jaime Long, jlong5@unl.edu.



Quote of the month

"The world is so fast that there are days when the person who says it can't be done is interrupted by the person who is doing it."

—Anonymous

FROLIK AWARD NOMINATIONS DUE MARCH 5

Now Accepting Nominations for the 2012 Rose Frolik Award!

It's time to nominate one of your colleagues for the Rose Frolik Award!!

The Rose Frolik Award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose was an enthusiastic, energetic person who challenged life and felt that how you do your work may be a lot more important than what you do. UNOPA members who have been active for a least the past five years are eligible for nomination by anyone, including themselves.

Members of the Awards Committee, including the director, UNOPA elected officers, and individuals who have previously received this award are ineligible

The recipient of this special honor will be presented with a personalized plaque commemorating their recognition, a one-year UNOPA membership, and a \$600 award. This award will be presented at the April 10 UNOPA meeting.

Deadline for nomination is **Monday, March 5, 2012**. Please direct questions to **Barbara Homer**, Awards Committee at 472-3677 or bhomer@mail.unomaha.edu.

⇐ SAVE THESE DATES IN APRIL ⇒

April 10, 2012

UNOPA General Meeting. Past presidents recognition and Rose Frolik Award presentation.

April 13, 2012

- NEOPA Spring Conference, "Getting Your Professional Ducks in a Row," Wayne, Nebraska. <http://unopa.unl.edu/publications/2011-12/NEOPASpring-conference/scheduleregistration.pdf>

April 20-22, 2012

- NAEOP Spring Institute, "Seeing The Best In You Emerge," Embassy Suites, Rogers, Arkansas. <http://www.naeop.org/institute.htm>

April 26-27, 2012

- Central Area Professional Development Day, "Head to the Heartland," Olathe, Kansas. <http://events.ksde.org/default.aspx?tabid=698>

February Meeting winners!!

- Sharen Simmons won the \$25 gift certificate in the drawing for UNOPA Parking Lot volunteers.
- Tricia Leidle won the 50/50 drawing.
- Lynn DeShon won the drawing for the StayBridge Suites overnight donated by StayBridge Suites.
- Cathy Robertson and Beth Zager each won a drawing for coffee mugs.



OFFICER NOMINATIONS

☑ Nominations for 2012-2013 UNOPA Officers

As a member of UNOPA, you can help chart the future of this organization by nominating someone to run for an officer position for the 2012–2013 year. Those who are elected will take office July 1, 2012, and serve until June 30, 2013. Only Active members of UNOPA may run for office and only Active and Retired members may vote, but any member may nominate another eligible individual for office. If you are an Active member and have a desire to serve as an officer of UNOPA, don't wait for someone to ask you, nominate yourself.

Please take a few minutes to read the UNOPA officer duty descriptions. Consider your strengths. Look at the strengths of people you know. Challenge yourself. Grow in your profession. Get involved. If you or someone you know has the ability to fulfill one of the UNOPA officer positions, please fill in the nomination form and send it in. You can nominate several people for each office.

If you have any questions about officer positions, you can contact the current officers:

- Cathy Robertson, President,
crobertson@huskers.com
- Linda Luedtke, President Elect,
lluedtke1@unl.edu
- Mary Klucas, Recording Secretary,
mklucas1@unl.edu
- Lainey Bomberger, Corresponding Secretary,
lbomberger2@unl.edu
- Marlene Crombie, Treasurer,
mcrombie2@unl.edu

Please note that since the President-Elect is elevated to President the following year, we do not accept nominations for or vote directly for President.

Nominations are continuing to be accepted. Simply send an email to **Nelvie Lienemann** (nlienemann1@unl.edu) or request the nomination form, fill it out, and drop it in campus mail.

The Nominating Committee will contact each nominee to obtain permission to place the individual's name on the ballot. Nominations will be presented at the March 13 General Meeting with additional nominations being accepted from the floor. Ballots will be sent to all UNOPA members who are eligible to vote.

BRADLEY MUNN PROFESSIONAL GROWTH FUND RAFFLE

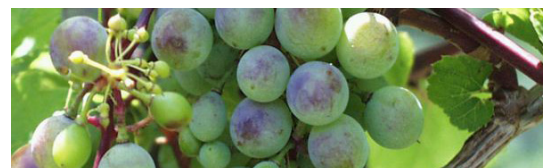
*Are you looking for that perfect gift for a graduation,
Mother's Day or Father's Day? Have we got a deal for you!!*

The Bradley Munn Professional Growth Fund committee is raffling off a **NOOK Color™** (\$200 value.) Tickets are \$5.00 each or 6 tickets for \$20.00. We will have the raffle tickets available at the **March 13, April 10 and May 8** general meetings. The drawing will be held at the end of our May 8th meeting. If you can't make it to one of our meetings, but you'd still like to purchase a ticket(s), please contact **Mari Greer** at 472-3554 or mgreer1@unl.edu.

RECAP OF FEBRUARY 14 MEETING

At the UNOPA February general meeting, Dr. Paul Reed, Professor of Horticulture and Viticulture at UNL, presented an enlightening and informative talk about the establishment of the wine industry in Nebraska. Only 16 years ago, Nebraska had no wineries; today there are 27. UNL started its Viticulture program in 1997. That same year Nebraska wineries had an economic boost by two bills passed by the Legislature to allow shipping of wines across state borders and to allow consumption—wine tasting—on premises. Nebraska wineries are now nationally known and have won numerous awards. <http://www.nebraskavines.org/2011-awards/>

Dr. Reed handed out "wine tour" brochures at the end of his talk. Now we know what to do when out-of-state visitors arrive in the summer! ☺



<http://agronomy.unl.edu/web/agronomy/viticulture>

NAEOP Central Area Dependent Scholarship



Who is eligible? Children or grandchildren of active, life or retired members of the National Association of Educational Office Professionals (NAEOP) residing and/or working in Central Area are eligible for this scholarship.

Application Deadline: April 1, 2012
Amount of Scholarship: \$300

Scholarship Questions may be directed to: **Mary Guest**, CEOE, Central Area Scholarship Committee Chair, mquest2@unl.edu or mquest@neb.rr.com or 402-613-2430

UNOPA Spring Workshop — March 20

We've got a great spring workshop lined up! NAEOP South Central Director MaryAnn Hollingsworth, CEOE, (Texas State University, San Marcos) will be flying in to present "Do You Have Onions in Your Life?"

We will explore the different onions in our lives, what they mean, the flavor of each and what they bring to us and those around them. We will also explore the difference of the color and the uniqueness of the onions in our lives.

Location: Hardin Hall Auditorium, East Campus. Cost: UNOPA Members \$15, Nonmembers \$20.

So keep the afternoon of March 20th open. Registration fliers can be found here: <http://unopa.unl.edu/publications/Spring2012Workshop-Flyer.pdf>.

—**Beth Zager**, Career Development Co-Director, bzager2@unl.edu

PARKING ADVISORY COMMITTEE

The Parking Advisory Committee meets to discuss issues dealing with parking on campus. One of the issues discussed recently was the cost of campus buses. Dan Carpenter, Director of Parking & Transit, had handouts detailing the cost. Replacement buses would be quite expensive so they are considering using Lincoln City Star Tran buses and doing away with campus busing. He is also looking into a "zip car" program, also called a car share program.

The next meeting dealt with parking violations. There was an open forum for visitors to bring issues to the attention of the Committee but no one appeared. The Committee then reviewed a parking violation that had already been through a hearing by the Parking Appeals Committee. After a lengthy discussion the Board took a vote and it was decided the ruling for the violation should stand.

—**Sally Hawkins**, UNOPA Representative, Parking Advisory Committee, shawkins@cse.unl.edu



PARKING APPEALS COMMITTEE

So far we have had only one meeting. It was held on November 7, 2011 @ 2pm at the Parking & Transit Services Offices. There were 2 parking appeals brought forward at that time.

One appeal was for a parking meter violation. The appeal stated that their vehicle could not have been there at the said time and date. UNL Police report described the vehicle and license plate. The committee had a discussion and it was decided that the appeal could not prove that their vehicle was at another location at the stated time and date. The appeal was denied.

The other appeal was for a Handicap Parking violation. UNL Campus Police provided a picture for documentation. The appeal claimed that his employees were using his vehicle at that time. The Committee's unanimous decision was that this person should hold the employees responsible for the parking violation. The appeal was denied.

Further meetings will be held on a need to basis.

—**Belva Harris**, UNOPA Representative, Parking Appeals Committee, bharris2@unl.edu

NEW MEMBER SPOTLIGHT



Judy Filbert is an Office Associate for the Nebraska Forest Service/Nebraska Statewide Arboretum. Her office recently participated in Adobe Connect training, an new software that Judy enjoys using.

In her personal time, Judy sings and does some creative writing. She finds this advice to be helpful: "Look for little successes that make up everyday life to gauge how successful your life is overall."

Judy joined UNOPA to network with other office professionals, to develop professionally, and to meet more people around campus.



Joanne Puchalla is a Clerical Assistant II for the Office of Scholarships & Financial Aid. She has been at UNL since 2001. Originally from a farm south of Johnson, NE, Joanne has been married 31+ years. She enjoys reading and walks 30 minutes a day, but she is also a football fan, and likes to watch college and pro games on the Fall weekends.

Welcome to UNOPA, Joanne!

PSP ANNUAL LUNCHEON — MARCH 31, 2012

Why is Lincoln the State Capital and not Yankee Hill?

On Saturday, March 31, 2012, Mr. Jim McKee will answer that question. Mr. McKee is extremely knowledgeable about Nebraska and Lincoln History and presents historical topics and subjects in a most intriguing and entertaining light. Perhaps you'll be one of those who leave Mr. McKee's presentation saying, "I didn't know history could be so fun!"

At the 6th Annual PSP (Professional Standards Program) Luncheon, Mr. McKee will share insights on Nebraska's original territorial capital which was located in Omaha.

Why, when statehood arrived, was the seat of government relocated to the tiny and insignificant village of Lancaster located on the edge of the "Great American Desert?"

With a population of just 30, Lancaster was renamed Lincoln and selected as the site for the new state's capitol building, the university, the insane asylum and the penitentiary. The reasons are complicated, fascinating and—according to McKee—it all boils down to mosquitoes and ice cream!

UNOPA members who have been fortunate enough to hear this presentation say it is very entertaining. The planning committee for this event knows you will not want to miss hearing Mr. McKee. This is also a presentation that the men in our lives would enjoy. Plan now to attend the luncheon on Saturday, March 31, at Vine Congregation Church, 1800 Twin Ridge Road.

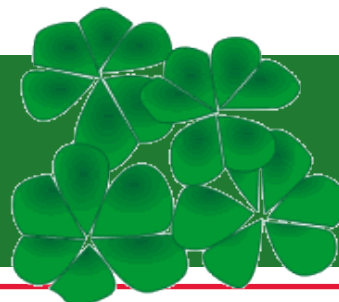
Reservations are \$15 each OR a table for 6 is \$80. Registration forms are available from any PSP member or by contacting **Gretchen Walker**, CEOE (gwalker1@unl.edu or 472-0602). <http://unopa.unl.edu/publications/2011-12/psplunch2012.pdf>.

The luncheon is a fundraising activity to support PSP stipends awarded annually to UNOPA members who have earned their PSP designation. <http://unopa.unl.edu/professional/psp.shtml>



I'm a great believer in luck, and I find the harder I work,
the more I have of it.

—Thomas Jefferson, (attributed)
3rd president of the U.S. (1743–1826)



We've gone green!
Find this newsletter
on the Web.

<http://unopa.unl.edu>

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Membership Director
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